

## **CHAPTER II (EMPLOYMENT)**

### **PR-201 Recruitment**

- A.** Filling of vacancies. All vacancies in the County Government shall be filled through open competitive recruiting unless otherwise provided in these rules.
- B.** Open competitive vacancies shall be announced publicly for not less than ten (10) working days prior to closing dates (if applicable). Competitive recruiting consists of posting announcements at the County Human Resources Department and by providing information on vacancies to other agencies and by posting on the Yuma County Human Resources employment web page and county job line. The opening date shall commence on the date the announcement first appears on the Yuma County Human Resources employment web page. If less than three (3) qualified applicants are certified, the agency head may select from among those certified or may reopen recruitment efforts.
- C.** Content of announcement. The public announcement of vacancies shall specify the official title, salary range, and typical duties to be performed or where this information may be obtained, salary range, minimum qualifications, any special qualifications, the final date for receipt of applications or a statement of open continuous application, and the method of application.
- D.** Content of advertisements. Advertisements of public announcements shall state at a minimum the existence of Yuma County employment opportunities and where information may be obtained for applying and reviewing position requirements.

**Historical Note: Adopted, Eff. 11/25/1994**  
**Amended: 01/05/2011, 10/05/2015**

### **PR-202 Internal Recruitment**

- A.** Filling of vacancies by internal announcement. Vacancies in County offices or departments, which are not filled as otherwise provided in these rules, may be filled through the promotion of County employees, excluding probationary employees (see rule PR-601) from within the office or department seeking to fill a vacancy or from within other offices or departments within the County.
- B.** Departmental/Division Internal announcements. Internal announcements shall be posted within the County Human Resources Department and within the office or department/division seeking to fill a vacancy for not less than five (5) working days prior to closing. The announcement shall contain an opening and a closing date. The department head or elected official may elect to utilize this procedure or the countywide internal announcement.

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- C.** Countywide internal announcements shall be by public notice and shall remain open for not less than five (5) working days prior to closing. The announcement shall contain an opening and closing date. Public notice shall consist of posting announcements within the County Human Resources Department and by distribution to other offices or departments to be posted by those offices or departments.
- D.** Content of announcement. The announcement shall specify the official title, salary range, typical duties to be performed or where this information may be obtained, minimum qualifications, any special qualifications AND the final date for receipt of applications.

### **PR – 202.5 Applications**

- 1. All applications shall be on an Official Yuma County Employment Application. Applications must be filed with the County Human Resources Department and as may be otherwise designated in the announcement on or before the closing date specified in the announcement.
- 2. Applications shall be confidential and may be reviewed only by the applicant, an individual who has written authorization from the applicant, County officials in normal line of duty, or officials acting in response to court orders or subpoenas.

**Historical Note: Adopted, Eff. 11/25/1994**  
**Amended: 11/04/2002, 1/05/2011, 10/05/2015**

### **PR-203 Evaluation Procedures**

- A.** General. Yuma County Human Resources Department conducts open competitive evaluation procedures for County employment positions.
- B.** Qualifications. Applicants must meet the minimum qualifications in the class specifications. Provisions for the substitution of related experience, education, or other qualifications for specific education and/or experience requirements may be made in specific announcements for particular positions even though these provisions are not part of the class specification. Applicants may be required to furnish, at their own expense, evidence of experience, reference letters, education, or other job related qualifications.
- C.** Conditional Eligibility. Any applicant who does not meet the educational requirements for a position, but who will meet these requirements within the current school term, shall be allowed to take evaluation procedure. The name of a successful applicant who is being evaluated under this provision shall be entered on the register (see registers PR – 204) in the same manner as other successful applicants. If appointed, the applicant must furnish the Human Resources

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Department acceptable evidence of qualifications before the effective date of the appointment. Failure to complete the required educational work will cause the removal of the applicant's name from the register or the cancellation of the appointment.

- D.** Types and content of evaluation procedures.
  - 1. Evaluation procedures shall be designed to reveal the ability to perform the particular type of work for which the applicant has applied.
  - 2. An agency shall not administer any test or evaluation procedure to an applicant, other than job related selection interviewing, without prior written approval from the Human Resources Director.
- E.** Preference points. Preference points authorized by A.R.S. §38-492 will be added to any applicant's score after the final rating is determined, provided that a passing grade or rating is earned without the addition of such preference points. Such preference points shall not be applied to promotional evaluation procedures.
- F.** This section does not apply to applications for positions with the Yuma County Superior Court. Yuma County Human Resources does not conduct a review of applications submitted for Superior Court employment positions. All applications are forwarded to Superior Court Human Resources for evaluation.

**Historical Note: Adopted, Eff. 11/25/1994  
Amended: 01/05/2011, 10/05/2015**

### **PR-204      Registers**

- A.** Responsibility. The County Human Resources Department shall establish and maintain registers as required to fill vacancies.
- B.** Content of registers. After each evaluation procedure, the Human Resources Department shall prepare a register, of all applicants who meet the minimum qualifications for the specified class.
- C.** Duration of register. A register shall expire six (6) months after the announcement close unless the register is specifically extended or abolished by the Human Resources Director.
- D.** Related registers. If a vacancy exists in a class for which is no register, the Human Resources Department may prepare a register for the class from one or more existing related registers only after the position has been advertised for at least ten (10) business days.
- E.** Re-promotion registers.

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1. An employee with regular status, who has been reduced in grade as a result of a reduction in force, is entitled to be placed on a re-promotion register within the agency for the class in which regular status was held immediately prior to the reduction in grade or any comparable class. The name of the employee shall remain on the re-promotion register for two (2) years from the effective date of the reduction of the employee.
  2. An employee on the re-promotion register shall be offered a vacant position in the class from which reduced or in any comparable class. An employee who accepts a position in a comparable class shall remain on the re-promotion register for the balance of the two (2) years. The name of an employee who fails to accept a re-promotion to the class from which reduced shall be removed from the re-promotion register.
  3. If more than one employee is eligible for re-promotion to a class, the vacancy shall be offered to the employee with the highest number of retention points at the time the re-promotion is offered. (See PR-902.)
- F.** Re-employment registers. An employee with regular status who has been separated as a result of a reduction in force is entitled, upon written application, to be placed on the re-employment register for classes for which qualified at the same or lower grade as that in which regular status was held within two (2) years immediately preceding the separation. The name of the employee shall remain on the re-employment register for two (2) years from the effective date of the separation of the employee.
- G.** Promotion registers. An employee who has obtained regular status, meets the necessary minimum requirements, and has passed the appropriately announced promotional evaluation procedure will be placed on the promotional register in the order of their relative rating.
- H.** Reinstatement registers.
1. An employee with regular status who has resigned or been separated in good standing is entitled, upon submission of their employment application and letter of reinstatement, to be placed on a reinstatement register for referral for classifications for which qualified in the same or a grade lower as that in which regular status was held within two (2) years immediately preceding the separation. The name of the employee shall remain on the reinstatement register for two (2) years from the effective date of the separation of the employee. If the employee is hired back in the same job classification within one (1) year of resignation, he/she may be hired at the same compa-ratio they had at the time of his/her resignation.

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2. A former employee eligible for reinstatement may accept any type of appointment to a position of a lower grade than the employee's current grade without jeopardizing reinstatement rights to the former grade.
  3. A former employee eligible for reinstatement may accept a seasonal, temporary, clerical pool, or limited appointment to a position at the same grade as, or at a higher grade than, the employee's permanent regular grade without jeopardizing reinstatement rights to the regular grade.
- I. Open competitive registers. Applicants meeting the minimum qualifications of a position and filing an application by the closing date of the recruitment may be placed on an open competitive register as described in PR-205.
  - J. Order of use of registers. In filling vacancies from a register, the following order of preference shall be used:
    1. The Re-employment Register.
    2. The Re-promotion Register.
    3. The Reinstatement Register.
    4. The Promotional Register.
    5. The Open Competitive Register.
  - K. Removal of names from registers. The Human Resources Director may remove the names of qualified applicants from registers as may be deemed necessary, such as when an applicant's criminal background disqualifies the applicant from consideration (See PR-205(E)(6)).

**Historical Note: Adopted, Eff. 11/25/94**  
**Amended: 11/04/2002, 01/05/2011, 10/05/2015**

### **PR-205      Certification and Selection**

- A. Certification of candidates. Certification of candidates refers to the register of candidates who meet minimum qualifications of candidates sent by the Human Resources Department to a requesting agency seeking to fill a vacancy.
- B. Duration of certification. The period during which action may be taken on a hiring list shall expire six (6) months after announcement closed unless specifically extended or abolished by the Human Resources Director.

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- C.** Selective certification. The Human Resources Department may make a selective certification of candidates to an agency when the vacancy is for a position requiring job related specialized qualifications.
- D.** Selection.
1. An agency may fill the position by selecting candidates from the registers in the order of priority as specified in PR-204(J).
  2. If the agency selects from the open competitive register, it must interview a minimum of three candidates, if available, before making a selection, except as provided in paragraph 3 below. For multiple vacancies, the agency must interview one additional candidate for each additional vacancy.
  3. The agency may select the single candidate from the register without conducting three interviews upon written request of the agency head and prior written approval of the Human Resources Director.
  4. All interviews shall be conducted in person unless a candidate resides 50 or more miles from the interview site in which case the interview may be conducted by telephone or technological means.
  5. The agency head shall check references and investigate a candidate's background, education, or work history.
  6. The Human Resources Department must be consulted before an agency head or elected official hires an applicant with a criminal history.
  7. The office of the Yuma County Attorney must be consulted before a department head or elected official rejects an applicant as a result of a criminal background check.
  8. All offers of employment above step one (1) will be made in consultation with County Human Resources based on experience, education, and the salary of current employees in the same classification throughout the department.
- E.** Confidentiality of records. The Human Resources Department and agency heads shall maintain the confidentiality of all evaluation procedures and records pertinent to selection and evaluation procedure programs.
- F.** Complaints. Applicants who have complaints about the procedures used in the selection process shall forward those complaints to the County Human Resources Department.

**Historical Note: Adopted, Eff. 11/25/1994  
Amended: 11/4/2002, 01/05/2011, 10/05/2015**

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### **PR-206      Appointment**

#### **A.          Original probationary appointment.**

1.      An original probationary appointment shall be made from a register.
2.      Original probationary appointment means the initial appointment to a regular or limited position in the county government.
3.      This is a specified period following initial appointment for evaluation of the employee's work.

#### **B.          Limited appointment.**

1.      A limited appointment shall be made from a register.
2.      A limited appointment means an appointment to a position which is funded through the budget process for at least six (6) months but not more than thirty-six (36) months.
3.      A limited appointment employee who successfully completes probation shall acquire all rights of regular status except reduction in force, re-employment, and reinstatement. An employee who has achieved limited regular status may be considered for transfer, promotion, or demotion to regular positions provided the original appointment was from a competitive list. The limited appointment employee who is transferred, promoted, or demoted into a regular position shall serve a six-month original probationary period. The employee shall not have the right to return to the limited position if the probation in the regular position is unsuccessful.

#### **C.          Temporary appointment.**

1.      A temporary appointment shall be made from a register by verification of minimum qualifications in the absence of a register. Requests for temporary appointments must be made in writing and approved by the Human Resources Director and the County Administrator.
2.      A temporary appointment means an appointment to a position for a specified period of less than six (6) months. This is a non-budgeted appointment.

#### **D.          Seasonal appointment.**

1.      A seasonal appointment is an appointment to a position that recurs on a seasonal or intermittent basis and is funded through the budget process.

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2. A seasonal appointment shall be made from a register or by verification of minimum qualifications in the absence of a register.
3. A person who receives a seasonal appointment from a register is eligible for successive seasonal appointments to the same class without re-evaluation procedure or re-certification.
4. Seasonal employees are limited to a maximum of 1500 hours of employment per calendar year per agency.

### **E. Provisional appointment.**

1. Provisional appointment means an appointment of a qualified individual to fill a vacancy in a class for which there are less than three candidates available and for which no related registers can be used.
2. No provisional appointment shall continue beyond six (6) months.
3. Successive provisional appointments of the same person to the same class in the same agency shall not be made.

### **F. Emergency appointment.**

1. An emergency appointment means an appointment made without regard to the recruitment, evaluation procedure, certification, or selection requirements of these rules in response to a governmental emergency and requires the approval of the county administrator.
2. An emergency appointment shall not exceed 30 working days without approval of the Board of Supervisors.
3. Successive appointments of the same person to the same class in the same agency shall not be made.

### **H. Non-budgeted appointments.**

1. Requests for non-budgeted appointments must be made in writing and approved by the County Administrator.
2. The County Administrator shall report such appointments to the Board of Supervisors at their next regular meeting.

### **I. Reinstatement appointment**



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1. A reinstatement appointment shall re-serve their original probation.
2. A reinstatement appointment shall be made from a register.
3. For credited service see PR-403C.

**Historical Note: Adopted, Eff. 11/25/1994**  
**Amended: 11/04/2002, 01/05/2011, 10/05/2015**

### **PR-207      Employment of Relative**

- A.** The provisions of A.R.S. §38-481, as amended by Laws 1982, Chap. 229, § 23, and as may be amended in the future, relating to employment of relatives shall apply at all times to all positions within County Government.
- B.** Relatives shall not be employed in positions where one is in the supervisory chain of the other.
- C.** Employees who become relatives after appointment shall not continue to be employed in violation of this policy. One of the two employees must be appointed to an appropriate vacancy in accordance with these rules or resign.

**Historical Note: Adopted, Eff. 11/25/1994**  
**Amended: 01/05/2011, 10/05/2015**

### **PR-208      Interview Expenses**

Interview expenses are subject to Internal Revenue Service (IRS) regulation. The agency head shall contact Human Resources prior to scheduling the interview.

- A.** Definitions
  1. Interview expenses must be approved by the agency head and Human Resources Director in order to secure reimbursements.
  2. Interview expenses, subject to reimbursement are expenses, related to the applicant's travel, lodging, meals, local transportation, and associated reasonable tips and fees. Any other expenses are not covered by this policy.
  3. Applicant is an individual, authorized by the Human Resources Director to interview with a Yuma County Agency at the expense of the County.

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4. Internal Revenue Service (IRS) regulations establish the minimum amount of mileage reimbursement. However, the County expects the applicant to choose the most cost effective method of travel between ground transportation and air, to the extent that sufficient time is allowed for such travel to Yuma County. Triangle and other side trips are not to be included in reimbursements to the applicant. Saturday travel and associated lodging and meal expenses are desirable where the cost is equal to or less than the cost of travel for the day of the interview.

**B.** Reimbursement expenses may be authorized to applicants as follows:

1. Tier 1 First interview up to \$600.00
2. Tier 2 Subsequent interview up to \$1,000.00

Any amounts greater than provided above must be approved by both, the Human Resources Director and the County Administrator, before being authorized to the applicant.

**C.** The agency head shall explain the reimbursement process, provide forms, collect receipts and submit reimbursement request on behalf of the applicant to the Human Resources Department.

### **PR-209 Relocation**

Relocation expenses are subject to Internal Revenue Service (IRS) regulations. The agency head shall contact Human Resources prior to the offer of employment to the applicant (out of state or country.)

**A.** Definitions

1. Relocation Agreement must be completed and approved by the agency head and the Human Resources Director in order to secure reimbursements.
2. Relocation expenses, subject to reimbursement are expenses, covering only employee travel, food and lodging, packing, transportation, storage and unpacking of household goods and up to two vehicles (non-recreational).
3. Any other expenses are not covered by this policy.
4. Covered employee is any new hire moving to Yuma County from another State or Country, subject to IRS provisions covering distance to the new location, which is hired to work for Yuma County as a regular employee.

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IRS regulations require that all relocation expenses paid to an employee or on behalf of the employee must be reported as compensation. Accordingly, all such amounts will be included in the employee's taxable earnings on his/her W-2 for the year in which payment is made.

Certain moving expenses may be allowed as a deduction. However, to the extent that the moving expenses are not deductible, or are in excess of deduction limitations, the employee will generally incur additional income taxes as a result of the reimbursement.

Covered employees are responsible for paying their own taxes and seeking advice from their own tax advisor on reimbursements received from Yuma County.

### **B.** Relocation Agreement

A Relocation Agreement form must be completed by the agency head and approved by the Human Resources Director prior to any offer of assistance made to the prospective employee. Once approved by both parties, Human Resources will contact the prospective employee and explain the relocation process. Human Resources will also send the Relocation Agreement and a copy of this Relocation Policy to the prospective employee for their signature approval. The Relocation Agreement will be in effect on the date it has been received by Human Resources from the prospective employee.

Relocation expenses shall be planned for and approved during the County's annual budget planning process. Relocation expenses and associated work processes shall be managed by the Human Resources Director.

### **C.** Relocation Expenses

Relocation expenses shall be planned for and approved during the County's annual budget planning process. Relocation expenses and associated work processes shall be managed by the Human Resources Director.

1. Relocation expenses may be authorized to new hires, upon agreement with the Human Resources Director, as follows:

Tier 1 Regular employee	up to \$3,000.00
Tier 2 Assistant/Deputy Director or Director	up to \$20,000.00

Any amounts greater than provided above must be approved by the County Administrator prior to being offered to the new hire.

Occasionally, it may be necessary to offer relocation assistance for "hard to fill" positions (where demand outstrips supply). In such event, subject to section E below, the amount offered cannot exceed the amount in Tier 2 without prior approval of the County Administrator.

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2. Only the following expenses are reimbursable:

All expenses associated with the packing, loading/unloading, transportation, unpacking, and storage (up to one year) of household goods in Yuma County; charges for disconnecting, connecting major gas and electrical appliance, telephones/DSL's; insurance premiums for household goods during the move and storage process; temporary living expenses for up to 45 days (meals, lodging, laundry, reasonable telephone charges and associated reasonable and customary gratuities); travel between the employee's old place of residence and Yuma County for one (1) home visit after starting work, a maximum of two (2) house hunting trips for the employee (and spouse), and the actual move itself.

3. Relocation expenses are not to be authorized for the following:

Trailers, recreational vehicles, aircraft, or boats; any costs incurred as a result of the sale, purchase or alterations of the employee's residences; transportation of household goods from storage to the new home; transportation of livestock; perishables (food and non-food items); house plants; transportation of illegal items/substances; piano or organ tuning; deposits made on rental property and utilities; mortgage rate differentials; loss of school tuition or disposal of memberships in clubs; license plates, driver's license, or school transfer fees; purchase of a new TV or FM or radio antenna and/or satellite dish; boarding of pets; private mortgage insurance; any other item not expressly provided for in section C above.

**Historical Note: Adopted, Eff. 02/06/2006**  
**Amended: 01/05/2011, 10/05/2015**

### **PR-210      Fitness for Duty**

- A. An agency head may recommend to the Human Resources Director that an employee undergo a fitness for duty examination. The Human Resources Director will assess the need for a fitness for duty examination based on a review of the employee's job performance and facts and circumstances as described by the agency head which led to the recommendation. The Human Resources Director will state the specific reason(s) that the examination is required. At the County's expense, the exam shall consist of tests necessary to determine the employee's physical, mental, or emotional capability to safely perform the essential functions of the employee's position.
- B. Upon authorization, the Human Resources Director will select the licensed health care provider and schedule the examination.

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**Historical Note: Adopted, Eff. 07/21/2008**

### **PR-211      Retention Adjustment**

Retention Adjustment. The County may increase an employee's salary up to 10% to retain an employee that possesses knowledge and skills that would be difficult to replace in Yuma County. Such action may be used only once during that employee's service. The increase must be within the employee's current salary grade; and is subject to budget appropriation.

Employee eligibility:

- Must have been in the same agency and job classification for two (2) years;
- Must have five (5) years County service;
- Must have no disciplinary actions pending;
- Must have received a "meets" or better on most recent performance evaluation.

The agency head must provide evidence of these facts and a written justification for the special salary adjustment to the Human Resources Director, who will review the request and make a recommendation to the County Administrator. The County Administrator will have the authority to determine if the special circumstances exist to approve the request. Human Resources will provide a form for this purpose. The effective date will be the first full pay period after approval, subject to available funding.

**Historical Note: Adopted, Eff. 07/21/2008**

### **PR-212      Reserved**

### **PR-213      Probation**

The only types of probation allowed in the County Government are original probation and promotional probation.

#### **A.      Original probation.**

1.      Duration. An original probationary period is six (6) months. Upon written request of an agency head, the Human Resources Director may establish a longer or shorter period for any class of positions in the agency. In no case will the probationary period for a class be less than 90 days or more than one (1) year.
2.      Extensions. An agency head may extend an employee's probationary period for job-related reasons. An extension may not exceed one (1) year. The probationary period shall be extended for any corresponding period for

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which a probationary employee is on leave without pay for more than 80 consecutive working hours.

### 3. Completion of probation.

- a. The agency head shall evaluate a probationary employee and submit a report to the Human Resources Department at least 15 days prior to the expiration of the employee's probationary period unless the agency head submits to the Human Resources Department, in writing, justification for a period of time less than 15 days.
- b. If justification is not submitted 15 days prior to the expiration of the employee's probationary period, the probationary period of the employee will automatically be extended for 30 calendar days. If no action has been taken by the agency head by the end of the extended 30-day period, the employee shall be awarded regular status.
- c. If the agency head determines at any time during an original probationary period that the services of the probationary employee are no longer required for any legal reason or for no reason, the employee may be offered a voluntary grade decrease or be dismissed without the right of appeal. The agency head shall furnish the employee a copy of the letter of dismissal.

### B. Promotional probation.

1. An employee who is promoted shall serve a promotional probationary period under the same rules as an original probation, except for section (A) (3) (b) above.
2. An employee who fails to successfully complete a promotional probation shall revert to a vacancy in the current employing agency in the class in which regular status was held immediately prior to the promotion, without the right of appeal. If such a vacancy does not exist in the agency, the rules governing reduction in force shall apply (see PR-902). Agency head shall submit in writing justification for the termination of the employee to the Human Resources Director. If the employee's former position was in a different agency, the employee may not revert back to that position, unless the hiring authority in that agency accepts the reversion. A reversion shall not preclude the imposition of any disciplinary action.

### C. Reinstatement and re-employment.

An agency head shall require a former employee who is reinstated or re-employed to complete an original probation regardless of the classification.

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**Historical Note: Adopted, Eff. 11/25/1994**  
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